

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110081-6

REPORTS INVENTORY						CONTROL NO.							
<b>PREPARE IN DUPLICATE</b> 1. TITLE OF REPORT (if a fill-in report include Form No.) <div style="text-align: center;">Financial Management Improvement Report (feeder)</div>						DDS/OF-147							
3. FUNCTIONAL AREA <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>PERSONNEL</td> <td>TRAINING</td> </tr> <tr> <td>LOGISTICS</td> <td>SECURITY</td> </tr> <tr> <td>MEDICAL</td> <td>FINANCE</td> </tr> </table>						PERSONNEL	TRAINING	LOGISTICS	SECURITY	MEDICAL	FINANCE	2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING ADMIN. GENERAL OTHER (specify)	
PERSONNEL	TRAINING												
LOGISTICS	SECURITY												
MEDICAL	FINANCE												
4. NO. OF COPIES PREPARED <div style="text-align: center;">2</div>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <div style="text-align: center;">Annual</div>		6. DISTRIBUTION (No. of components not number of copies) <div style="text-align: center;">17</div>									
7. FORMAT (memorandum, form computer print-out, etc) <div style="text-align: center;">Memorandum</div>		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>		YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="text-align: center;">BOB Bulletin 70-13</div>					
YES	IF YES GIVE ADP PROCESSING NO.												
<input checked="" type="checkbox"/> NO													
10. PREPARING COMPONENT (include lowest level contributing information to report) <div style="text-align: center;">SIPS</div>			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)										
12. COST FACTORS													
A. MANUAL PREPARATION AND REVIEW COSTS													
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR						
GS-15	\$11.36	3	=	\$ 34.08	1	=	\$ 34.08						
B. COSTS OF COMPUTER PRODUCED REPORTS													
TOTAL COSTS PER YEAR						\$ 34.08							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.													
14. FUTURE GOALS													
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>MAN-HOURS</td> <td>DOLLARS</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		MAN-HOURS	DOLLARS				
MAN-HOURS	DOLLARS												
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="text-align: center;">Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110081-6</div>					18. EXTENSION						